Integrated Data Submission (IDS) Tool

Transportation Request Dashboard Training

Purpose

The **Integrated Data Submission (IDS) Tool Transportation Request Dashboard** training is designed to teach the necessary steps to managing transportation services for students with disabilities.

The training will cover four modules
- Summary Page
- Transportation Request
- Ridership Data
- Calendar creation

To gain access to the IDS, the user must be designated as one of the below points of contact in the All Staff Data Collection.
- Head of School
- LEA Data Manager
- LEA Special Education POC
- Pre-K Special Ed POC
- School Special Education POC
- Transportation Manager

Accessing the Dashboard

LEA User
- User with multiple IDS upload functions, will access the transportation request dashboard by clicking "View Dashboard".

Last Upload Status	Last Uploaded By	Last Uploaded DateTime	Total Records	Failed Records	Actions		
Failed (0 Errors)	sravani.yarlagadda@dc.gov	02/09/2023 03:29:24 PM	0	0	⬆ Upload	⬇ Download	View Hist
Failed (32 Errors)	irina.badu@dc.gov	02/17/2023 09:55:58 AM	3	32	View Dashboard		

Items per page: 5

School User
- User will be taken to the Transportation Request Dashboard upon login.

Transportation Request Form Data Collection

LEA
District of Columbia Public Schools (1) ▼   School ▼   Term Name ▼

Summary   Transportation Request

Transportation Request Dashboard

The **Transportation Request Dashboard** provides summary level details on all students eligible for transportation.

The dashboard has five sections:
- LEA, School and Term Details
- Last Upload Details
- Key KPIs
- Independent Student Drop Off Status
- Data Error Report

LEA, School and Term Details

The **LEA** and **School** reflect the name of the LEA and school associated with the user. This association is based on data received through the All Staff Data Collection.

The **Term Name** allows the user to filter by a specific term. When no term is selected, the KPIs will reflect the total count across all terms.

The **Summary** tab allows the user to toggle back to the dashboard when viewing other pages.

The **Transportation Request** tab allows the user to view, create or edit a transportation request.

The **Ridership Data** tab allows the user to view the routing information for successfully submitted student forms.

The **Calendar** tab allows the user to view, create or edit a calendar submission.

Key Performance Indicators

There are eight key performance indicators (KPIs) that will provide aggregated insight into the LEA or school data. **Please note:** Additional KPIs will be added as enhancements are released.

Key Performance Indicator	Definition
Total Students with Active TRFs	Total transportation request forms submitted successfully. Utilize filtering to see data for a specific term.
Total Students with No Submitted TRF	Total students eligible for transportation but the LEA has not submitted a request to provide or cancel services. Utilize filtering to see data for a specific term.
Total Student with In Progress TRFs	Total student who have an incomplete TRF form. Utilize filtering to see data for a specific term.
Total Students with Cancelled TRFs	Total eligible students who did not utilize transportation services and the LEA has submitted a cancellation form. Utilize filtering to see data for a specific term.

Key Performance Indicators

Key Performance Indicator	Definition
Total Transfers	Total students accepted by the receiving school within the same LEA during the transition from one school year to the next or during regular school year for select LEAs. Utilize filtering to see data for a specific term.
Total TRF Transfer Pending Approval	Total students pending approval from the receiving school within the same LEA during the transition from one school year to the next or during regular school year for select LEAs. Utilize filtering to see data for a specific term.
Transferred Students Pending Cancellation	Total students TRFs the LEA needs to cancel since the student transferred to a different school. Utilize filtering to see data for a specific term.
New Student Missing TRF	Total student records that transferred to the LEA during regular school year but do not have an active TRF in place. LEAs are expected to create a TRF for these students as soon as possible to ensure there is no lapse in service or cancel the need for services. Utilize filtering to see data for a specific term.

Independent Student Drop Off

The IDS system will allow LEAs to upload the **independent student drop off** (ISD) form directly in the student's record. Only students who meet the ISD criteria will have the independent student drop off section visible in their record. The status of each submission will be reflected in this section.

The ISD process consists of the following:

➢ LEA obtains parental signature on the ISD form
➢ LEA uploads and saves valid form to student's record
➢ OSSE reviews the form and determines the status within two business days
  ➢ ***Pending Approval*** – the form was submitted by the LEA but not yet reviewed by OSSE
  ➢ ***Approved*** – the student will now be considered eligible to be dropped off independently
  ➢ ***Denied*** – the student does not meet the ISD criteria.
    ➢ OSSE will provide a denial reason and the LEA can determine whether to submit a new form.

Data Error Report

The **Data Error Report** section reflects the errors flagged during the transportation request submission process. Errors flagged from both the upload process and via a student's record will reflect in this section.

To correct an error, the user can click on the specific error to drill down to the student's record.
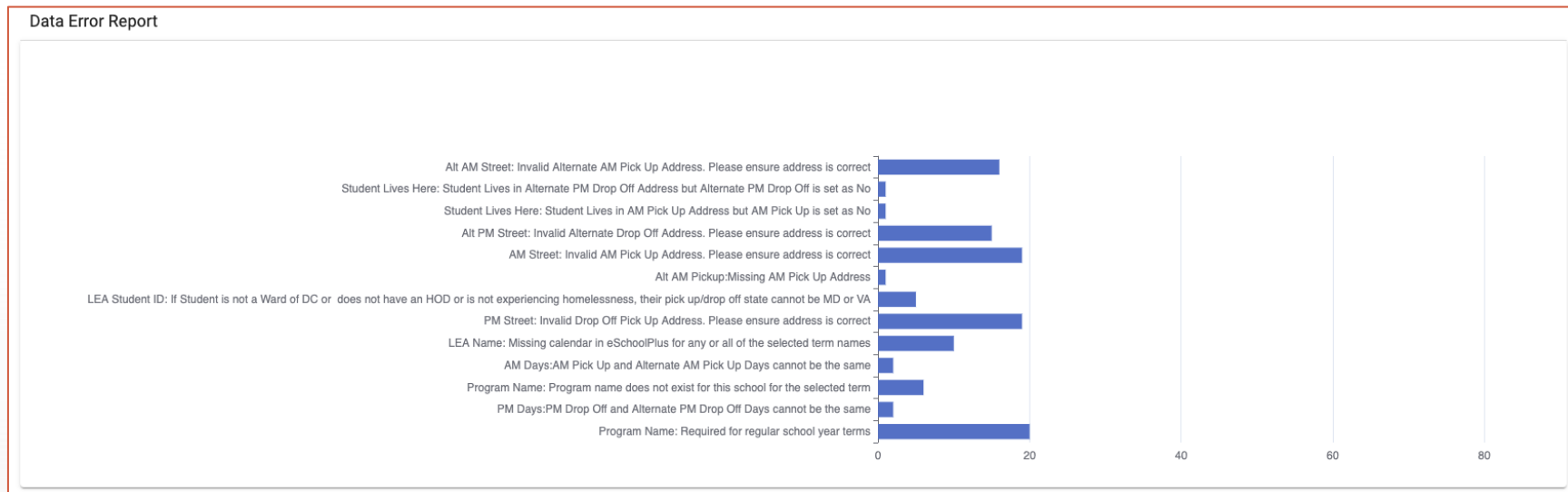
Transportation Request Dashboard

Search (USI, FirstName, LastName)   ≡ Clear Filters   ⬆ Upload   ⬇ Download   View History

Function	Definition
Search	Allows the user to search for a student by USI, First Name or Last Name
Clear Filters	Allows the user to remove any selected filter and return to the default selection
Upload	Allows the user to utilize the mass TRF upload function
Download	Allows the user to download current data, the last uploaded file or the collection template
View History	Allows the user to view all uploaded files

Transportation Request Dashboard

Is the student under the care of CFSA? ▼	Hearing Officer Determination (HOD) ▼	Homelessness ▼

| Filter	Definition
Is this student under the care of CFSA?	Allows the user to filter the student population to either • **Yes** – under the care of CFSA, or • **No** – not under the care of CFSA Child & Family Service Administration (CFSA) data is the authoritative source.
Hearing Officer Determination (HOD)	Allows the user to filter for students who were designated as having an HOD • **Yes** –has an HOD that orders transportation services • **No** – does not have an HOD that orders transportation services
Homelessness	Allows the user to filter for students who were indicated as experiencing homelessness • **Yes** – is experiencing homelessness • **No** – is not experiencing homelessness Data from The Community Partnership (TCP) and the LEA student information system (SIS) are considered the authoritative sources.

Function Icons

Function Icon	Status	Definition
✓	Recent Status	TRF successfully submitted
✕	Recent Status	Cancel request submitted
⚠	Recent Status	TRF with errors
Blank	Recent Status	Student does not have a submission
↺	Action Request	View history
✎	Action Request	New/update request
✕	Action Request	Cancel request
⇄	Action Request	Transfer Request

Reverting a TRF
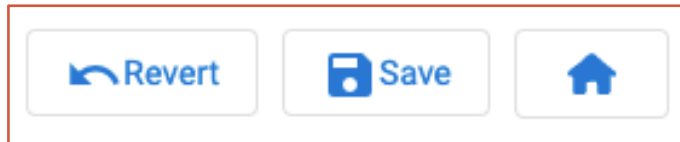
The process of **reverting a TRF** occurs when a user has updated a student's record erroneously.

Reverting the TRF
- Is only available with a TRF that is either in progress or has errors.
- Reverts the data to the previous successful submission or a blank record where none existed

Once a TRF is successfully submitted, the user will no longer have access to the revert feature.

Ridership Data

The **Ridership Data** page allows the user to view the routing information for students with a successful transportation request submission.

Ridership data reflects the following information:
- Student demographics
- Run Name
- Run Details
- Run Duration (Min, Hours and Miles)
- Run Status
- Run Vehicle ID
- Stop Details
- Data Refreshed Date

Please note that routing may take up to ten business days.

Calendar Submissions

OSSE will utilize information provided by the LEA in the School/LEA Information Management System (SLIMS)* and eSchoolPLUS to reduce the date entry burden on LEAs.

Within the calendar module, LEA users will have the ability to:
- Indicate the LEA's Inclement Weather Jurisdiction
- Create a single calendar; and
- Copy a calendar across multiple schools.

*Charter schools SLIMS' data are provided to OSSE by the Public Charter School Board (PCSB). Charter schools must contact PCSB for any changes.

Calendar Submissions

SLIMS and eSchoolPLUS Data Elements

Elements	Source
School Name	SLIMS
School Code	SLIMS
LEA Code	SLIMS
School Address	SLIMS
Principal	SLIMS
Grades Offered	SLIMS
First Day of School	eSchoolPLUS
Last Day of School	eSchoolPLUS
Non-Instructional Days	eSchoolPLUS
Reason for Non-Instructional Day	eSchoolPLUS

Calendar Submissions

The LEA will need to enter the data for the below elements.

Elements	Elements
Inclement Weather Jurisdiction	Early Dismissal Time
Is there a transportation address different from school address	Is Early Dismissal Time Recurring?
Term	Early Dismissal Time Recurs How Often?
Program/Calendar Type	What is the Early Dismissal Day(s)?
Cohort Schedule	Do you have an Additional Dismissal Bell?
Reason for Submitting Calendar	Additional Bell Time
Student Entry Time	Is Additional Bell Time Recurring?
Instruction Start Time	Additional Bell Time Occurs How Often?
PM Dismissal Time	What is the Additional Bell Day(s)
Do you have an Early Dismissal Time	Inactive

Demonstration

Guidelines

- Please use your OSSE credentials to log into the Integrated Data Submission Tool: https://ids.osse.dc.gov/login
- Post questions into the Question box and they will be addressed at the end of each demoed section.
- Do not discuss a specific student but speak in generalities.

For questions regarding the Integrated Data Submission Tool Transportation Request Dashboard, please submit a ticket in the OSSE Support Tool (OST).

Thank You